

MONTANA STATE PLAN & POLICY MANUAL
CHAPTER THREE

Policy Number 3.11
Collection of Race/Ethnicity Data
Revised/Effective Date: October 1, 2012

Title: Collection of Race/Ethnicity Data

Purpose

To ensure race and ethnicity data is collected to be used by Food and Nutrition Service to determine how effectively the Program is reaching minority groups and identify areas where additional outreach is needed. The State WIC Office will make use of such data for its internal civil rights monitoring.

Authority

USDA FNS Instructions 113-1, Rev. 1; 7 CFR Part 246.8

Policy

The local agency staff will collect participation data by race and ethnicity category for each participant on the Program at certification.

I. Collection

- A. Local agencies will ensure participation data by category of women, infants and children by race and ethnicity category.
 - 1. This information will be collected and entered into the Montana WIC automated system.

II. Participants will be reported in one or more racial categories which include:

- A. American Indian or Alaskan Native - A person having origins in any of the original peoples of North, South, or Central America and who maintains tribal affiliation or community attachments.
- B. Asian - A person having origins in any of the original peoples of the Far East, Southeastern Asian or Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- C. Black or African American - A person having origins in any of the black racial groups of Africa.
- D. Native Hawaiian or other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. White - A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

III. Participants will be reported in only one ethnic category which include:

- A. Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race can be used under the title of "Hispanic or Latino"

- B. Non-Hispanic or Latino

IV. Self-identification

- A. At the time of certification, self-identification by the participant is the preferred method of obtaining data.
 - 1. After racial and ethnicity groups have been explained, participants will be asked to self-identify their race/ethnicity.
 - a. The collection of this information is strictly for statistical reporting requirements.
 - b. It has no effect on the determination of eligibility to participate in the program.

V. Participant Chooses Not to Self-identify

- A. Visual identification by local agency staff will be used to determine the participant's racial and ethnicity categories.
 - 1. Selection of one race is acceptable when local agency staff performs visual identification.

VI. Analysis

- A. This data will be used by the United States Department of Agriculture (USDA) and the State WIC Office to monitor compliance with civil rights laws and to determine how effectively the Program is reaching minority groups.
 - 1. It will help identify areas where additional outreach is needed.